

ELECTRONIC MEMORANDUM

TO: Human Resources Directors

FROM: Sam Wilkins

DATE: June 18, 2008

SUBJECT: SCEIS HR/Payroll Project Stakeholder Assessment Questionnaire

As the SCEIS HR/Payroll Project progresses through the Blueprint Phase, it is increasingly important for the project team to gain an understanding of how the staff in your agency views the project and its activities. Gathering this information will allow the project's Change Management and Communications Team to better communicate project progress to the appropriate parties and help to facilitate the changes your agencies will experience when the SCEIS HR/Payroll system goes live.

The project team has designed a brief survey with 12 questions to gather some basic stakeholder data about your agency. I ask that you take a few moments to complete these questions using the following link:

http://www.surveymonkey.com/s.aspx?sm=Y10ORoBURgcWb4q04Nka6A_3d_3d

I recognize this is a busy time of year for all of you, but it is very important that you take a few moments to complete this survey.

If you have questions about the SCEIS HR/Payroll Project or this survey, please contact Jennifer Lauer, SCEIS HR/Payroll Program Director via e-mail at Jennifer.Lauer@sceis.sc.gov or by telephone at 803.734.8028. I thank you in advance for your participation and cooperation in this matter.